

**WASHINGTON STATE  
DEPARTMENT OF ECOLOGY**

# **Dangerous Waste Annual Report**

## **Book 1 2002 Forms and Instructions**

*Your Report must be postmarked no later  
than March 3, 2003*

Mail completed forms to:  
Department of Ecology  
PO Box 47658  
Olympia WA 98504-7658



December 2002  
Printed on recycled paper  
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**The completed forms are due back to Ecology with a postmark of no later than March 3, 2003.**

**Submit completed forms by U.S. Mail to:**

**Washington Department of Ecology  
Hazardous Waste Information  
PO Box 47658  
Olympia, WA 98504-7658**

**You may express deliver (by private carrier such as Federal Express or U.P.S.) the forms to Ecology, if you wish.**

**Use the following street address for deliveries:**

**Washington Department of Ecology  
Hazardous Waste Information  
300 Desmond Drive  
Lacey, WA 98503**

WASHINGTON STATE  
DEPARTMENT OF ECOLOGY

# Dangerous Waste Annual Report

## Book 1 2002 Forms and Instructions

*Your Report must be postmarked no later  
than March 3, 2003*

**Note:** Along with this book of forms you should have received *Book 2: Guidebook and Codes*. Many of the technical terms in this section and in the forms are defined in the Definitions section, pages 24-30 of *Book 2: Guidebook and Codes*. If you need further clarification or if you did not receive *Book 2: Guidebook and Codes*, contact Ecology at (800) 874-2022 (within state) or (360) 407-6170.



*The Department of Ecology is an equal opportunity and affirmative action employer and shall not discriminate on the basis of race, creed, color, national origin, gender, marital status, sexual orientation, age, religion or disability as defined by applicable state and/or federal regulations or statutes. If you have special accommodation needs or want more information, please contact the Hazardous Waste and Toxics Reduction Program at (360) 407-6700 (voice) or 1(800) 833-6388(TTY) or quick dial (771) 833-6388(TTY).*



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# TABLE OF CONTENTS

<b>Introduction.....</b>	<b>1</b>
What is the Dangerous Waste Annual Report? .....	1
Why did I receive this packet? .....	1
Do I need to complete these forms? .....	1
What if I think I received these forms in error? .....	1
When to submit the 2002 Annual Report forms .....	2
Where to go for help .....	2
Ecology's authority to collect this information .....	3
Recordkeeping .....	3
Overview of the 2002 Dangerous Waste Annual Report Forms packet .....	3
Page numbering your submittal .....	4
Typing the forms .....	4
Certification .....	4
Annual Reporting Software .....	4
Submitting computer-generated facsimiles of the forms .....	5
Ecology has an Internet Home Page .....	6
Documents useful in completing these forms .....	6
What's next? .....	6
<b>Worksheet #1: Defining Your Status .....</b>	<b>7</b>
<b>Worksheet #2: Determining Which Forms to Complete .....</b>	<b>10</b>
<b>Verification (VF) Form .....</b>	<b>19</b>
<b>Generation and Management Form (GM) Form.....</b>	<b>31</b>
<b>Off-Site Identification Information (OI) Form .....</b>	<b>37</b>
<b>Waste Received (WR) Form.....</b>	<b>45</b>



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# DANGEROUS WASTE ANNUAL REPORT INTRODUCTION

## What is the Dangerous Waste Annual Report?

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The Washington Department of Ecology (Ecology) Dangerous Waste Annual Report is an annual report of dangerous waste generation and management activities within Washington. Handlers of dangerous waste—e.g., generators, transporters, transfer facilities, and management facilities—are required to use these forms to report their activities to Ecology every year.

## Why did I receive this packet?

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All companies with an active RCRA Site Identification (ID) Number (WA\_\_\_\_\_) receive an Annual Report mailing each year. You are required to report back to Ecology using these forms *even if you did not generate or manage any dangerous waste during 2002*. You must *at least* complete the Verification Form to inform Ecology of whether or not you conducted any dangerous waste handling activities during 2002. Some facilities will need to complete one or two other forms in addition to the Verification Form.

## Do I need to complete these forms?

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If you had an active RCRA Site ID Number at any time during 2002, you will need to complete at least one of the five enclosed forms. Those companies required to report are:

- Dangerous Waste Generators
- Dangerous Waste Treatment, Storage, or Disposal Facilities (TSDs)
- Dangerous Waste Recycling Facilities (as specified in WAC 173-303-120)
- Dangerous Waste Transporters
- Burners/Marketers/Blenders of dangerous waste fuels
- Transfer Facilities

The worksheets, *Worksheet #1: Defining Your Status* and *Worksheet #2: Determining Which Forms to Complete*, pages 7-9 and pages 10-11, respectively, will help you determine first what your regulatory status is (i.e., a dangerous waste generator or a TSDR) and then which forms you must complete.

## What if I think I received these forms in error?

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If you believe you do not need to complete the Annual Report forms, please call Ecology at 1-800-874-2022 (within state) or 360-407-6170 so that the agency can correct its records. Please recycle the unused reporting packet or return it to Ecology.

## When to submit the Annual Report forms

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The completed forms are due back to Ecology with a postmark of no later than March 3, 2003.

Submit completed paper forms by U.S. mail to:

**Washington Department of Ecology  
Hazardous Waste Information  
PO Box 47658  
Olympia, WA 98504-7658**

You may **express deliver** the paper forms (by private carrier such as Federal Express or U.P.S.) to Ecology, if you wish. Use the following street address for deliveries:

**Washington Department of Ecology  
Hazardous Waste Information  
300 Desmond Drive  
Lacey, WA 98503**

**DO NOT FAX** annual Report forms unless requested by Ecology.

**E-mail electronic files** to Ecology at [ARfiling@ecy.wa.gov](mailto:ARfiling@ecy.wa.gov). Include the following information in your e-mail:

- Your name and phone number.
- Your company name and RCRA site ID#.
- Year of your annual report submittal.
- Types of data file you are sending (i.e., GM, OI, and/or WR).
- Zipped data file attachment.

Your Verification Form (VF) and Recycling Credit Sheet(s) must be sent to Ecology the "old fashion way" by US Postal mail or private carrier. Be sure to check the "Data submitted on Internet" box in Section 7 on the back of the form.

Upon written request and reasonable justification, Ecology may grant an extension to the reporting deadline of up to 30 days. Written requests for extension must be received by February 17, 2003, at the above address.

## Where to go for help

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Ecology has developed a number of ways to help you complete the forms.

### 1. Workshops

Ecology will be holding a number of workshops during the months of January and February on dangerous waste management which will include information about completing your Annual Report forms. For more information on attending a workshop, contact Ecology at 1-800-874-2022 (within state) or 360-407-6170. Information may also be down loaded from Ecology's website at <http://www.ecy.wa.gov/programs/hwtr/waste-report/index.html>.

### 2. A Guidebook

Included with this form book is *Book 2: Guidebook and Codes*, which should help you through the forms. *Book 2: Guidebook and Codes* has:

- *Helpful Hints* to assist you with the forms;
- *Worksheets* designed to help you address specific aspects of the forms;
- *Definitions* to define the technical terms that you will run across when completing the forms; and
- *Codes* that you will need to complete the forms.

### 3. Worksheets

Following this section are two worksheets that should help you figure out:

- how to describe yourself to Ecology (i.e., are you a generator, a TSDR facility, etc.); and
- which forms to complete.

### 4. Telephone Assistance

You may call Ecology at 1-800-874-2022 (within state) or 360-407-6170 if you have questions about completing the forms.

### 5. Internet



To find "most commonly asked annual reporting questions," go to Ecology's website at <http://www.ecy.wa.gov/programs/hwtr/waste-reportindex.html>

### 6. Submit an Annual Report Question



Email Ecology at [ARQuestions@ecy.wa.gov](mailto:ARQuestions@ecy.wa.gov).



## Ecology's authority to collect this information

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The Washington Administrative Code (WAC) 173-303-220 and 173-303-390, authorizes Ecology to collect information regarding the generation and management of dangerous wastes. Further, Ecology is required by EPA to collect information on the generation and management of hazardous wastes, as implemented through the federal Biennial Report (Form 8700-13).

## Recordkeeping

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“Generator recordkeeping,” (WAC 173-303-210) requires the generator to keep on premises copies of annual reports, Notification of Dangerous Waste Activities, manifests, exception reports, test results, and waste analyses, etc., for a minimum of five years.

## Overview of the 2002 Dangerous Waste Annual Report Forms packet

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The 2002 Dangerous Waste Annual Report Forms packet is made up of two books:

### Book 1: Forms and Instructions

Book 1 contains the forms that you will have to complete and instructions on how to complete them. It contains four forms, but few facilities will have to complete all four forms. Book 1 includes worksheets that will help you determine which forms you will need to complete.

### Verification (VF) Form

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All facilities need to complete this form.

The Verification Form is a pre-printed form the agency provides you. This form contains the general information that you reported in the previous reporting year, such as the name of your facility, the name, address and telephone number of the contact person at your facility.

You are to check that the information contained on the Verification Form is current, indicate any changes as necessary, certify the information, and send

the form back to Ecology with any other Annual Report form(s) required.



In order to reduce your overall-reporting burden, Ecology will use the Verification Form in lieu of an updated Notification Form (Form 2). However, you are required to submit a revised Notification Form if there is a change in activities such as adding treatment by generator activity, and to withdraw/ cancel a RCRA Site ID Number.

If a pre-printed Verification Form is not included with this Form Packet, complete the blank Verification Form on pages 19 and 20, or call Ecology at (800) 874-2022, (within state) (360) 407-6170 to receive your pre-printed VF Form.

### Generation and Management (GM) Form

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LQGs and MQGs have to complete this form.

You are to complete a separate GM Form for each waste stream generated at your facility and then managed or shipped off-site. Copy a blank GM Form answer sheet (and continuation sheet if needed) to obtain a form for each waste stream generated at your facility.

Section A of this form asks descriptive questions about the waste stream, such as the type of waste stream generated and whether the waste stream is a residual from management of another dangerous waste stream.

Section B of this form asks questions about the management of the waste stream, such as where the waste stream was managed (on-site or off-site) and how it was managed.

### Off-Site Identification Information (OI) Form

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MQGs, LQGs and TSDRs that either sent waste off-site or received waste from off-site must complete this OI Form.

This form collects the name, address, and RCRA Site ID Number of all dangerous waste handlers with whom you interacted in sending waste off-site or in receiving waste from off-site. For example, if you are a generator, it collects information on any transporters you used to move waste off-site to a management facility and on the off-site manage-

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## Dangerous Waste Annual Report

ment facilities you used to treat/recycle/dispose of your waste. If you are a TSDR facility, you would provide information on any off-site generators from whom you received waste, and any transporters you used to receive the waste.



### TSDR

#### Waste Received (WR) Form

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Facilities that receive dangerous waste from off-site must complete this form. These include facilities that receive wastes from off-site and then ship them off-site without any treatment.

You are to complete one WR Form for each waste stream received by your facility. Copy the WR Form answer sheet (and continuation sheet if needed) for each waste stream received by your facility.

This form asks questions about the waste stream received, such as how much waste was received, the type of waste received, from whom the waste was received, and how the waste was managed at your facility.

#### Book 2: Guidebook and Codes

As described above, this book is designed to assist you in completing the forms. It includes a series of *Helpful Hints* to answer specific questions as you work through the forms. It also has three *Worksheets* to help you complete specific aspects of the forms. In addition, it contains a *Definitions* section and all of the *Codes* that you need to complete the forms.

### Page numbering your submittal

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Once you have completed all forms required, compile your forms in the same order as they are presented in this book (i.e., Verification (VF) Form first, followed by the Generation and Management (GM) Form(s), the Off-site Identification Information (OI) Form, and the Waste Received (WR) Form(s). Do NOT include any of the worksheets as part of your submittal; these are for your use only.

Once you have compiled your forms in the correct order, complete the page numbering space at the lower right corner of each page. The Verification Form starts as page number "1". Number each subsequent page consecutively (i.e., 2, 3, 4, etc.).

Remember to enter your RCRA Site ID Number on every page of your report.

### Typing the forms

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Ecology requests that forms be typed. If you cannot type the forms, please print legibly in blue or black ink.

### Certification

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Your completed forms must be returned to Ecology with the signature, in ink, of an authorized representative of your site. Ecology's guidance includes references to 40 CFR 260.10 where authorized representative is defined by the USEPA as **the person responsible for the overall operation of a facility or an operational unit (i.e., part of a facility), e.g., the plant manager, superintendent or person of equivalent responsibility.** [Permitted TSDRs should refer to WAC 173-303-810(12) for guidance on designating the appropriate representative.] A contracted consultant does not qualify as an authorized representative of your facility in this context. Any forms that do not have a signature in the Certification section will be returned.

### Annual Reporting Software

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To assist you with your Annual Reporting, Ecology has developed a software program called **Turbo Waste**. This software has been designed to meet the needs of both large and small companies. With **Turbo Waste** you can data enter your GM, OI and WR report information directly into the program (with a screen display that is identical to the paper GM, OI and WR forms). Or, if you have an automated information management system containing your annual reporting data, you can import these data files directly into the program. Then Turbo Waste will compress your files so you can submit them to Ecology (either on disk or over the Internet).

Ecology encourages all MQG and LQG reporting sites to submit their annual reporting data electronically. It is especially recommended for sites that have multiple waste streams or large numbers of waste shipments. If your site has greater than

3 individual GM and/or WR forms to submit, or you are an LQG with many waste shipments to Ecology encourages all MQG and LQG reporting sites to submit their annual reporting data electronically. It is especially recommended for sites that have multiple waste streams or large numbers of waste shipments. If your site has greater than 3 individual GM and/or WR forms to submit, or you are an LQG with many waste shipments to report, you are a good candidate for electronic reporting.

If you choose to report electronically, you still need to submit a paper copy of your Verification form (VF) and recycling credit documentation.

### Why Use Turbo Waste?

The following are just a few benefits TurboWaste has to offer:

- The screen displays in Turbo Waste are identical to the GM, WR and OI forms. You can data enter your report information right onto GM, WR and OI forms.
- You can print out paper copies of GM, WR and OI forms for your files.
- Turbo Waste is equipped with data validation checks that alert you to reporting error's before you submit your data to Ecology.
- Turbo Waste is designed for multi-year reporting.
- The Turbo Waste program packages your electronic data so that it can be copied onto a floppy disk and mailed to Ecology, or sent via e-mail.

### How Do I Get Started?

To order the software package on CD ROM, use the order form that was mailed to you with this book or call Ecology at 1-800-874-2022 (within state) or 360-407-6170 or e-mail to [ARfiling@ecy.wa.gov](mailto:ARfiling@ecy.wa.gov). You can also download the software and instructions from Ecology's Internet site at [www.ecy.wa.gov/programs/hwtr/](http://www.ecy.wa.gov/programs/hwtr/).

### Submitting computer-generated facsimiles of the forms

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Facsimiles of the VF Form are no longer accepted. The submittal of computer-generated **GM**, **WR**, and **OI** Forms is still allowed though no longer encouraged by Ecology. Instead, Ecology requests you use the Turbo Waste Software Program for preparing your Annual Report. Please refer to the previous section on annual reporting software.

If after reviewing the information on annual reporting software, you still want to submit your own computer-generated facsimile, please note the following guidance.

You are not required to obtain Ecology's prior approval of your proposed computer-generated facsimile. You should re-create, as closely as possible, the actual forms. **Computer generated forms that are not facsimiles will not be accepted.**

If you are submitting computer-generated forms, you should note that the information you would normally continue in the Comments Section on the paper forms may be continued within the answer space in your computer-generated form. (For example, on the paper GM Form, space is provided for 6 EPA waste codes in question A-3; any additional codes must be provided in Section D, Comments. In your computer-generated forms, however, you may provide as many EPA waste codes as necessary in the space created for question A-3.) You may, of course, use the Comments Section in the computer-generated format for any comments that are not specific to an individual question.

You should note the following guidelines in preparing and submitting your computer-generated forms.

- Use 8.5" by 11" paper, portrait only, no landscape
- Use blue or black ink.
- Double sided pages are encouraged.
- If you are using continuous-feed paper, separate the print-out into individual sheets with the side holes removed.
- Number all pages of your submittal according to the guidelines on page 4.
- Be sure that each page has the appropriate form header, as indicated in the sample formats.
- Be sure that your facility's site name and RCRA Site ID Number are provided on each page.

## Ecology has an Internet Home Page

To access information about Annual Dangerous Waste Reporting forms, instructions, and electronic reporting, go to <http://www.ecy.wa.gov/programs/hwtr/waste-report/index.html>.

## Documents useful in completing these forms

As you prepare your 2002 Dangerous Waste Annual Report forms, you may find the following documents useful.

- A copy of your most recent Notification Form (Form 2).
- Records of dangerous waste quantities generated, accumulated, or managed.
- Dangerous waste manifest forms.
- Results of laboratory analyses of your wastes (e.g., waste profiles).
- Contracts or agreements with the off-site facilities that manage your wastes.
- Copies of permits for your on-site waste management systems.
- Copies of Material Safety Data Sheets (MSDSs).
- Documentation of recycling credits issued by your TSDRs.


## What's next?

### 1. Look at the two *worksheets* following this section.

- *Worksheet #1: Defining Your Status* (pages 7 - 8) will help you determine whether you need to complete these forms and, if you do, into which regulatory status category or categories you fit.
- *Worksheet #2: Determining Which Forms to Complete* (pages 10 -11) will help you figure out which forms you must complete.


These worksheets are designed to help you. You should NOT submit them to Ecology.


### 2. Read the instructions at the beginning of each form.

 This icon identifies areas in the instructions that you should read particularly closely. In many cases, the icon highlights a common source of error.

### 3. Complete the forms.

- Make sure you only fill out the forms that are required of you. Use Worksheet #2 (pages 10-11) to determine this.
- Use *Book 2: Guidebook and Codes* as you work through the forms. The forms' instructions will refer you to *Helpful Hints*, *Worksheets*, *Definitions*, and *Codes* that will help you to complete the forms.
- Call Ecology at 1-800-874-2022 (within state) or 360-407-6170 if you have any questions.

 This icon identifies areas in the instructions that pertain only to Treatment, Storage, Disposal, and commercial Recycling Facilities (TSDRs)

 This icon identifies areas in the instructions that pertain to new reporting instructions.

# WORKSHEET #1

## DEFINING YOUR STATUS

*This Worksheet is for your use only.  
Do NOT submit this Worksheet to  
Ecology.*

### **Before completing this worksheet, you will want to know the following:**

- The definition of a dangerous waste (defined in the Definitions section of *Book 2: Guidebook and Codes* and described in Helpful Hint #1 on page 2 of *Book 2: Guidebook and Codes*).
- The Quantity Exclusion Limit (QEL) of the waste(s) you generate (discussed in Helpful Hint #4 on page 4 of *Book 2: Guidebook and Codes* and listed on pages 56-58 of *Book 2: Guidebook and Codes*).

### **In determining your generator status, you should note the following:**

- Your regulatory status, for compliance purposes, as a Large, Medium, or Small Quantity Generator (LQG, MQG, SQG) may change from one calendar month to the next, depending on how much dangerous waste, of what Quantity Exclusion Limit, you generate in a given month or accumulate at any time.
- The Quantity Exclusion Limit (QEL) of a waste is the quantity, by weight, at which the waste becomes regulated under the requirements for MQGs and LQGs, per WAC 173-303-070. There are two different QELs:
  - 220 pounds
  - 2.2 pounds

The QEL List, on pages 56-58 of *Book 2: Guidebook and Codes*, identifies which dangerous wastes are subject to the 220 pound QEL and which to the 2.2 pound QEL. You need to know which QELs apply to your wastes so that you will know whether the quantities of waste you generate and/or accumulate make you a MQG or LQG.

- What wastes to count to determine your generator status.
  - 1) All monthly waste generation including waste manifested for off-site disposal.
  - 2) All designated dangerous waste managed on site including:
    - Waste recycled on-site (e.g. distillation of solvent.)
    - Treatment-by-generator
- Your reporting status—that is, your generator status for purposes of completing the Annual report forms—is defined based on the greatest quantity of dangerous waste you generated in any one calendar month or accumulated at any time in 2002.

For example, if you were a SQG for eleven months and went to a MQG/LQG for one calendar month in 2002, you are considered a MQG/LQG for the entire year for purposes of completing the Annual Report forms. That is, if you generated more than 220 pounds in any one month in 2002—even if you did not generate that much waste in any other month in 2002—you must complete the Annual Report forms as an MQG/LQG for the entire year. You need to only count the waste activity that occurred during the month(s) that you had quantities of dangerous waste above the SQG limit.

- Wastes that do not count towards determining your generator status:



- 1) Wastes that are excluded under WAC 173-303-071. For example, domestic sewage.
- 2) Antifreeze sent for recycling, as defined in WAC 173-303-522.
- 3) Universal waste as defined in WAC 173-303-573 including lamps, batteries and mercury containing thermostats.
- 4) Permit-by-Rule (PBR) waste managed immediately upon generation in on-site PBR units.
- 5) Recycled without prior storage or accumulation as described in WAC 173-303-120(4)(a).
- 6) Materials managed under the used oil regulations, WAC 173-303-515.



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## Dangerous Waste Annual Report



Now determine if you are a generator, a treatment/storage/disposal (TSD) facility, or a recycling facility. It is possible to be more than one—i.e., you may be *both* a generator and a TSDR.

As you review the following criteria for determining your generator status, remember that your status, for purposes of completing the Annual Report forms, is defined according to the *greatest* quantity of wastes of common QELs that you generated in any one month in the year and/or accumulated at any given time during the year.

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### Am I a Large Quantity Generator (LQG)? If any of the following criteria apply to you, check the box.

In any one calendar month in 2002, did I **generate and/or accumulate**:

- ☐ greater than 2,200 pounds of dangerous waste(s) with a QEL of 220 pounds, or
- ☐ greater than 2.2 pounds of dangerous waste(s) with a QEL of 2.2 pounds?

***If I checked any of the above boxes, then I am a Large Quantity Generator.***

---

### Am I a Medium Quantity Generator (MQG)? If any of the following criteria apply to you, check the box.

In any one calendar month in 2002, did I generate:

- ☐ 220-2,200 pounds of dangerous waste(s) with a QEL of 220 pounds?

**AND** at all times during 2002, did I accumulate:

- ☐ less than 2,200 pounds of dangerous waste(s) with a QEL of 220 pounds?

***If I checked the above box, then I am a Medium Quantity Generator.***

---

### Am I a Small Quantity Generator (SQG)? If any of the following criteria apply to you, check the box.

In each calendar month in 2002, did I generate:

- ☐ less than 220 pounds of dangerous waste(s) with a QEL of 220 pounds, or
- ☐ less than 2.2 pounds of dangerous waste(s) with a QEL of 2.2 pounds?

**AND**, at all times during 2001, did I accumulate:

- ☐ less than 2,200 pounds of dangerous waste(s) with a QEL of 220 pounds, or
- ☐ less than 2.2 pounds of dangerous waste(s) with a QEL of 2.2 pounds?

***If I checked any of the above boxes, then I am a Small Quantity Generator.***

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Worksheet #1



**Am I a Treatment, Storage, or Disposal Facility (TSD)?** If the following criterion applies to you,

- ☐ My facility has filed a Part A application or has a Part B permit for the Treatment, Storage, or Disposal of dangerous waste as required under WAC 173-303-800 to 840. (Do not check this box if your treatment activity is treatment-by-generator. These terms are defined in the Definitions section of *Book 2: Guidebook and Codes*.)

***If I checked this box, then I am a TSD.***



**Am I a Commercial Recycling Facility?** If the following criterion applies to you, check the box. (Note that this does not include those generators that recycle their own wastes on-site.)

- ☐ My facility recycles dangerous waste received from off-site, as described under WAC 173-303-120.

***If I checked this box, then I am a Commercial Recycling Facility.***

**Am I a Transporter?** If the following criterion applies to you, check the box.

- ☐ I transport dangerous waste as described under WAC 173-303-240.

***If I checked this box, then I am a transporter. Sites that are Transporters only (i.e., did not meet any of the criteria above for generators, TSDs, and commercial recyclers) should complete only the Verification Form.***



**Am I a Transfer facility?** If the following criterion applies to you, check the box.

- ☐ I am a transfer facility as described under WAC 173-303-040 and 240.

**If you fit into any of these categories, continue on to Worksheet #2 to determine which forms you must complete.**

**If you do NOT fit into any of these categories, but you do have an active RCRA Site ID Number, you are required to complete only the Verification Form. The instructions start on page 15.**

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# WORKSHEET #2

## DETERMINING WHICH FORMS TO COMPLETE

*This Worksheet is for your use only. Do NOT submit this Worksheet to Ecology.*

Which forms do you need to complete? Use the information from Worksheet #1 to help you determine which forms you need to complete.

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☐ **I am a Large Quantity Generator.**

**I must complete the following forms:**

- the Verification Form; and
- the Generation and Management Form (front and back); and
- the Off-Site Identification Information Form.

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☐ **I am a Medium Quantity Generator.**

**I must complete the following forms:**

- the Verification Form; and
- the Generation and Management Form (front only); and
- the Off-Site Identification Information Form.

---

☐ **I am a Small Quantity Generator.**

**I must complete *only* the Verification Form.**



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## Worksheet #2

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### ☐ I am a Treatment/Storage/Disposal Facility.

I must complete the following forms:



- the Verification Form; and
- the Generation and Management Form (front and back); and
- the Off-Site Identification Information Form.

If I *received waste from off-site*, then I must also complete the Waste Received Form.

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### ☐ I am a Commercial Recycling Facility.

I must complete the following forms:



- the Verification Form; and
- the Generation and Management Form (front and back); and
- the Waste Received Form; and
- the Off-Site Identification Information Form.

---

### ☐ I am a Transporter only.

I must complete **ONLY** the Verification Form.

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### ☐ I am a Transfer facility only.



I must complete **ONLY** the Verification Form.

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# VERIFICATION FORM INTRODUCTION

## Who needs to complete this form?

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All companies/agencies with an active RCRA Site ID Number (WA\_\_\_\_\_) at any time during 2002 must complete this form. They include:

- Dangerous Waste Generators;
- Dangerous Waste Treatment, Storage, and Disposal Facilities (TSDs);
- Dangerous Waste Recycling Facilities;
- Dangerous Waste Transporters;
- Transfer Facility;
- Dangerous Waste Fuel Burners/Blenders/Marketers; and
- Used Oil Burners/Blenders/Marketers.

The Dangerous Waste Annual Report Verification Form was developed as a means to streamline annual reporting. The information pre-printed on the VF comes from your 2001 Annual Report VF form (or your Notification of Dangerous Waste Activities if your site ID# is new).

## SQG, Non-Generator, Transporter-only and Transfer Facility

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If your site qualifies as SQG, non-generator, transporter-only, or transfer facility for 2002 reporting, the VF is the only document that you need to complete and send to Ecology in order to satisfy your 2002 Annual Reporting requirement. However, **if your status changed to a medium or large quantity generator in 2002, you will need to complete additional forms.**

## How do I complete the pre-printed form?

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Carefully review the information on your VF and mark any changes or corrections. If there is information missing on the left hand column of the VF, please fill the information on the right side of the page.

- ✓ **Verify the information** displayed in each numbered box 1a-5a on the left to see if the information is true and correct.
- ✓ **Mark changes or additions** in the corresponding numbered box 1b-5b on the right, as needed. Please type or use blue or black ink.
- ✓ **Ownership Change** in box 2a refers to company/agency/corporation that owns and operates the business. If the ownership changed in 2002, please provide the new owner information in box 2b. Indicate in the space provided the date the ownership change occurred and check the appropriate boxes.
- ✓ **Generator Status.** Indicate the facility's generator status for 2002 by checking the appropriate box.
- ✓ **Check only the boxes** that apply to your company.
- ✓ **For electronic data submittal**, please indicated method of your submission in Section #7.
- ✓ **Do not mail your VF Form separately if your facility is required to submit additional forms.**
- ✓ **Sign and date** your VF in ink in Section #10.

---

### If you misplaced or did not receive a pre-printed VF from Ecology

Call Ecology at (800) 874-2022 (within state) (360) 407-6170 to request one. You may also use the blank VF which follows on page 19. Note: Ecology will not accept any facsimile of the VF Form. Please type or print legibly in blue or black ink the information requested on the right hand column of questions 1 through 5 and answer appropriately for questions 6 through 8. Sign the VF in ink, and return it to Ecology along with any additional annual report forms required. Please do **not** send your VF separate from the rest of your report, unless you are submitting electronically.

---

### What information does this form collect?

This form collects information about your site, such as the name of your business; the name, address, and phone number of a contact at the site; and the regulatory status of your site (e.g., generator or TSDR), and waste management activities.

---

### What information will I need to complete this form?

You will need general information about dangerous waste activities at your site. Completing Worksheet #1 on pages 7-8 should help you identify these activities. You also will need general information regarding your site's regulatory status, the names and addresses of site contacts, and some general information regarding the site itself.

---

### Helpful Hints

Complete Worksheet #1, beginning on page 7, before completing this form. The following documents should help you:

- Copies of your most recent Notification Form (Form 2) on which you notified Ecology and EPA of your dangerous waste generation and management activities; and
- Copies of your dangerous waste shipment manifests (if relevant).
- Logs and/or records for on-site waste management activities.

# VERIFICATION FORM QUESTIONS

This is a question sheet. Record your answers on the Verification Form (VF) (either the pre-printed VF you received from Ecology or a blank VF from Book 1 of the Dangerous Waste Annual Report). Please read all instructions before completing the form.

## Site Location Information

If blank or incorrect, complete the missing and/or correct the information in the sections provided.

## (NAICS) Classification System Code



The U.S. Standard Industrial Classification (SIC) code system was being replaced by the new North American Industry Classification System (NAICS) on the 2001 Dangerous Waste Annual Report Verification Form. NAICS was developed jointly by the U.S., Canada, and Mexico to provide new comparability in statistics about business activity across North America.

Completion of the NAICS codes on the Verification Form is mandatory. Reference the NAICS code section of Book 2: *Guidebook and Codes*. Enter the code that best describes your business activity or services rendered at your site in the space provided on the form. *For more detailed information visit the U.S. Census Bureau website at: [www.census.gov/epcd/naics02/](http://www.census.gov/epcd/naics02/), or call the NAICS hotline at: 1-888-75 NAICS.*

## Questions 1 - 5

Complete any missing information (blank boxes) in the corresponding (b) section on the right.

1. Mailing address

The address where site mail is to be delivered (deliverable mail address).

2. Legal owner

The name/mailling address/telephone number of the company/agency/corporation that owns the business.

If the ownership changed in 2002, provide the new information in box 2b and check the appropriate boxes.

- ☒ Indicate when in 2002 the ownership change occurred.
- ☒ Indicate which owner you represent (current, previous or both).
- ☒ Indicate if this report covers the waste activity for the entire year or for your company's term of ownership only.



The only time a Notification (Form 2) is required is if there is a change in activity such as adding treatment by generator activity or to withdraw /cancel a RCRA Site ID number.

3. Land Owner

The name/title, mailing address, telephone number of the owner that owns the property the business is located on.

4. Contact for site inspections

The name/title, mailing address, telephone number of the person for site related questions and inspections.

---

## Dangerous Waste Annual Report

### 5. Contact for annual reports

The name/title, address, telephone number of the authorized person within your company for annual reporting questions and to whom future reports should be sent.

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## Questions 6

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### 6. Generator Status Required

Indicate your facility's 2002 generator status by checking the appropriate box(s) on the form.

- ☒ **Small quantity generator, no regulated dangerous waste generated or transporter:**  
Check this box if your status falls into one of these categories. The VF form is the only document that you need to complete and submit to Ecology in order to satisfy your 2002 Annual Reporting requirements.
- ☒ **Medium or large quantity generator:** If your status falls in one of these categories you are required to complete and submit the following forms:
  - Generation and Management Form (GM)
  - Off-site Identification Form (OI) - if you shipped waste off-site for management in 2002
- ☒ **Treatment, storage, disposal, and recycling facilities (TSDRs):** If your status falls into one of these categories you are required to complete the following forms:
  - Generation and Management Form (GM)
  - Off-site Identification Form (OI)
  - Waste Received Form (WR)

---

## Question 7

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If submitting data electronically, indicate method of submission. VF form must be submitted on paper.

---

## Question 8 a – 8 j

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8a – 8j. Waste Management Activities – Check boxes below **ONLY** if they apply to your site. Most of these activities **do not** apply to generators only. Reference the Definitions section of *Book 2: Guidebook and Codes* for further information.

### 8a. Transportation Activities

- ☒ You transport your own waste off-site (this does not include hiring a business for this service).
- ☒ You transport waste from other facilities for commercial purposes.
- ☒ You own or lease and operate a transfer facility.

Mode of Transportation - Regulations may be obtained from the Federal Highway Administration at (360) 753-9875. Motor Carrier safety regulations; contact the Washington Utilities and Transportation Commission (WUTC) at (360) 753-6423.

---

## Verification Form Questions

8b. Treatment, Storage, Disposal, Recycling (TSDR) Facility

- ☒ For waste generated at this facility – your facility has filed a Part A application or has a Part B permit.
- ☒ For waste generated by other facilities – you are a recycling facility that recycles dangerous waste received from off-site.

Which of the following RCRA permitted activities occur at this facility?

- ☒ Treatment
- ☒ Disposal
- ☒ Storage
- ☒ No longer RCRA-TSD active

8c. Immediate Recycler

- ☒ If you commercially receive and immediately (within a 24-hour period) recycle wastes generated off-site.

8d. Used Oil Fuel Marketer

- ☒ If you market off-specification used oil directly to a burner.
- ☒ If you first claim the used oil meets the used oil specifications.

If either of these boxes are checked, you also need to have notified has a used oil transporter, used oil processor/re-refiner, or off-specification used oil fuel burner, unless you are a used oil generator. (Used oil generators are not required to notify.)

8e. Used Oil Burner – indicate type(s) of combustion device(s) in which off-specification used oil fuel is burned.

- ☒ Utility boiler
- ☒ Industrial boiler
- ☒ Industrial furnace

8f. Used Oil Transporter – indicate type(s) of activity(ies)

- ☒ If you own/operate a used oil transfer facility
- ☒ If you transport used oil

8g. Used Oil Processor/Re-refiner – indicate the type(s) of combustion device(s)

- ☒ If you process used oil
- ☒ If you re-refine used oil

8h. Dangerous Waste Fuel Activity – indicate the type(s) of combustion device(s) if you market dangerous waste fuel or burn dangerous waste fuel on-site.

- ☒ Generator of fuel
- ☒ Generator marketing to burner
- ☒ Other marketers (i.e., blender, distributor)

*Deferrals/exemptions (in federal register only)*

- ☒ Smelter deferral
- ☒ Small quantity exemption
- ☒ Other

*Burner (indicate type of combustion unit)*

- ☒ Utility boiler
- ☒ Industrial boiler
- ☒ Industrial furnace

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## Dangerous Waste Annual Report

8i. LQHUW (Large Quantity Handler of Universal Waste)

- ☒ Batteries
- ☒ Mercury containing thermostats
- ☒ Lamps

A universal waste handler who accumulates 11,000 pounds or more of universal waste (batteries, thermostats, or lamps, calculated collectively) at any time. Lamps have their own LQHUW of 2,200 pounds.

8j. Excluded On-Site Waste Management Activities

- ☒ Permit-by-Rule (PBR – waste managed immediately upon generation and only in on-site PBR units)
- ☒ Recycling without prior storage or accumulation.

---

### Question 9

Use the Comment Section on the VF to provide any additional comments, information, or explanations, as necessary. In your comments, always provide the reference to the specific question (e.g. 6).

---

### Question 10

Sign the VF Form. Your form must be submitted to Ecology with the signature, in ink, of an *authorized representative* of your site. Refer to *Book 1, page 4, "Certification"* for additional details.





# Dangerous Waste Annual Report Verification Form

**2002**

Washington State Department of Ecology  
Hazardous Waste Information  
P. O. Box 47658  
Olympia, WA 98504-7658  
(800) 874-2022 (within state)  
(360) 407-6170

For Ecology Use Only - Date Received :

Form	Review	HWIMSy Entry	Verification	
VF				
GM				
WR				
OI				

## Site Location Information :

RCRA Site ID:

Current Company Name:

Site Location:

City/State/Zip:

County:

Dept. of Revenue Tax Registration Number:

NAICS:

**This Report is  
Due  
No Later Than  
March 3, 2003**

**All information listed below is required. If information is missing or incorrect, please enter the changes in the right hand column.**

## 1a The mailing address for this site is:

Name: \_\_\_\_\_  
Mail Address: \_\_\_\_\_  
\_\_\_\_\_

## 1b

Name: \_\_\_\_\_  
Mail Address: \_\_\_\_\_  
\_\_\_\_\_

## 2a The legal company/agency owner is:

Name: \_\_\_\_\_  
Mail Address: \_\_\_\_\_  
\_\_\_\_\_

Work Phone: \_\_\_\_\_ Ext: \_\_\_\_\_

## 2b

Name: \_\_\_\_\_  
Mail Address: \_\_\_\_\_  
\_\_\_\_\_

Work Phone: \_\_\_\_\_ Ext: \_\_\_\_\_

## Did the company ownership change in 2002?

- ☐ **Yes** Date: \_\_\_\_\_ (continue to the right):  
☐ **No** (go to 3a):

I represent the:

- ☐ Current Company Owner  
☐ Previous Company Owner

This report covers waste activity for:

- ☐ Entire year  
☐ My term of ownership only

## 3a The land owner of this site is:

Name: \_\_\_\_\_  
Mail Address: \_\_\_\_\_  
\_\_\_\_\_

Work Phone: \_\_\_\_\_ Ext: \_\_\_\_\_

## 3b

Name: \_\_\_\_\_  
Mail Address: \_\_\_\_\_  
\_\_\_\_\_

Work Phone: \_\_\_\_\_ Ext: \_\_\_\_\_

## 4a The contact for site visits and inspections is:

Name/Title: \_\_\_\_\_  
Mail Address: \_\_\_\_\_  
\_\_\_\_\_

Work Phone: \_\_\_\_\_ Ext: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

## 4b

Name/Title: \_\_\_\_\_  
Mail Address: \_\_\_\_\_  
\_\_\_\_\_

Work Phone: \_\_\_\_\_ Ext: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

## 5a The contact for annual report forms is:

Name/Title: \_\_\_\_\_  
Mail Address: \_\_\_\_\_  
\_\_\_\_\_

Work Phone: \_\_\_\_\_ Ext: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

## 5b

Name/Title: \_\_\_\_\_  
Mail Address: \_\_\_\_\_  
\_\_\_\_\_

Work Phone: \_\_\_\_\_ Ext: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

## Dangerous Waste Annual Report Verification Form

**6. Generator Status Required – Indicate the facility's generator status for 2002 by checking the appropriate box. If you changed from last year, use the Comment Section (#9, below) to explain.**

- |  |   |
|--|---|
| <input type="checkbox"/> Large Quantity Generator (LQG)  | <input type="checkbox"/> Small Quantity Generator (SQG) |
| <input type="checkbox"/> Medium Quantity Generator (MQG) | <input type="checkbox"/> No Regulated Waste Generated   |

**7. Electronic Data Submittal - if submitting data electronically, indicate your method of submission. VF must be submitted on paper.**

- ☐ Disk(s) included      ☐ Data submitted by e-mail

**8. Waste Management Activities – Check boxes below ONLY if they apply to your site**

**8a. Transportation Activity (requires prior notification)**

- ☐ Transporter for your own waste  
☐ Transporter for commercial purposes  
☐ Transfer facility

**Mode of Transportation**

- ☐ Air  
☐ Rail  
☐ Highway  
☐ Water  
☐ Other - specify: \_\_\_\_\_

**8b. Treatment, Storage, Disposal, Recycling (TSDR) Facility (requires permit)**

- ☐ For waste generated at this site  
☐ For waste generated by other facilities

**Which of the Following RCRA permitted activities occur at this facility?**

- ☐ Treatment  
☐ Disposal  
☐ Storage  
☐ No longer RCRA-TSD active

**8c. ☐ 24 Hour Immediate Recycler (commercially receives off-site waste)**

**8d. Used Oil Fuel Marketer**

- ☐ Directs shipment or used oil to used oil burner  
☐ First claims the used oil meets the specifications

**8e. Used Oil Burner – indicate type(s) of combustion device(s)**

- ☐ Utility boiler  
☐ Industrial furnace  
☐ Industrial boiler

**8f. Used Oil Transporter – indicate type(s) of activity(ies)**

- ☐ Transfer facility  
☐ Transporter

**8g. Used Oil Processor/Re-refiner – indicate type(s) of combustion device(s)**

- ☐ Process  
☐ Re-refine

**8h. Dangerous Waste Fuel Activity**

- ☐ Generator of fuel  
☐ Generator marketing to burner  
☐ Other marketers (i.e., blender, distributor)  
**Deferrals/exemptions (in federal registers only)**  
☐ Smelter deferral  
☐ Small quantity exemption  
☐ Other

**Burner (indicate type of combustion unit)**

- ☐ Utility boiler  
☐ Industrial boiler  
☐ Industrial furnace

**8i. LQHUW (Large Quantity Handler of Universal Waste)**

- ☐ Batteries  
☐ Mercury containing thermostats  
☐ Lamps

**8j. Excluded On-Site Waste management Activities (for waste streams that are not reported on a GM form)**

- ☐ Permit-by-Rule (PBR)  
☐ Recycling without prior storage or accumulation

**9. Comments – additional sheet may be attached for comments if needed**

**10. Certification**

**The following must be signed by authorized representative of the company/agency. This certification language is required under EPA's Biennial Report. Ecology is required to implement reporting requirements at least as stringent as those in that report.**

*I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.*

**Signature (in ink)** \_\_\_\_\_ **Date** \_\_\_\_\_

**Name (print/type)** \_\_\_\_\_ **Title** \_\_\_\_\_

*If you have special accommodation needs or require this document in an alternative format, please contact the Hazardous Waste and Toxics Reduction Program at 1-800-833-6388 (TTY) or quick dial 711-833-6388 (TTY).*

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# GENERATION AND MANAGEMENT FORM INTRODUCTION

## Who needs to complete this form?

---

All MQGs, LQGs, and TSDRs must complete a Generation and Management (GM) Form for each waste stream. (Small Quantity Generators do not have to complete this form. SQGs should complete only the Verification Form, beginning on page 19.) See the Definitions section of *Book 2: Guidebook and Codes*, for definitions of LQG and MQG. Also refer to Worksheet #1 on pages 7-8 and Worksheet #2 on pages 10-11, to determine whether GM Forms are required for your generator status.

## What information do I need to complete this form?

---

To complete this GM Form, you need detailed information on the dangerous waste generated and then managed or shipped off-site from your site. For each waste stream that you identify you need to know how much was generated, how it was managed in 2002, and where and how it was managed.

## Helpful Hints

---

- **Questions and Answers:** This form is in two parts: a question sheet and an answer sheet. You may wish to separate it from this book and lay it alongside the questions as you answer them.

Fill out **one** answer sheet for **each** waste stream generated at your site and then managed. For both the answer and the continuation sheets, be sure to complete the “Please Enter” box at the top of the pages of the answer sheet. Fill in your RCRA Site ID Number and site name. Do not enter any information in the spaces marked “For Ecology Use Only.” **Then make as many copies of the sheets as you will need for each waste stream. Double sided pages are encouraged.**

- **How to identify a dangerous waste stream:** See “What is a dangerous waste?”, Helpful Hint #1 and #2 on page 2-4 of *Book 2: Guidebook and Codes*, for help in identifying a dangerous waste. Use the following guidelines to identify an individual **waste stream**:
  - A single waste stream may have several **waste codes** (questions A-3 and A-4). **Waste codes** are identified in WAC 173-303.
  - A single waste stream will designate either as dangerous waste (DW) or extremely hazardous waste (EHW), **not both** (question A-5). Thus, if you generate a waste stream that is sometimes EHW and is DW at other times, these are actually separate waste streams and should be reported on separate GM Forms.
  - A single waste stream will be **either a mixed radioactive waste or not** (question A-6). Mixed radioactive wastes (see the definition in the Definitions section of *Book 2: Guidebook and Codes*) should never be combined with non-radioactive dangerous wastes. Thus, a mixed radioactive waste stream will always be reported on its own GM Form.
  - In most cases, a waste stream will have only one source (question A-7). Source codes are listed on page 50 of *Book 2: Guidebook and Codes*. An example is A07, **vapor degreasing**.
  - A waste stream will have only one form (question A-8). Waste **form codes** are listed on pages 49-50 of *Book 2: Guidebook and Codes*. An example is **B101, aqueous waste with low solvents**.
    - Each dangerous waste stream will have one **origin** (question A-9). For example, the waste may originate from a **recurrent** or from a **non-recurrent activity**. Origin codes are listed in question A-9 and on page 53 of *Book 2: Guidebook and Codes*.

Please note that Ecology asks you to use your best judgment in defining the individual waste streams you generate and report. Ecology recognizes that the complexities of dangerous waste generation and management are sometimes difficult to portray in the context of a standardized form with a series of standardized codes. In certain instances, the coding scheme may not allow you to portray your waste in a fully accurate manner. Follow the guidelines listed above to the best of your ability when identifying a waste stream at your site and assigning what you believe to be the best codes to describe that waste stream.

■ **Which wastes to report on your GM Form:**

- **DO** report all dangerous wastes generated and then managed on-site during 2002.
- **DO** report all dangerous waste shipped during 2002 for management off-site.
- **DO** report all dangerous wastes that were managed according to treatment-by-generator guidance\* (\*see definitions, Book 2 page 23).

■ **Which wastes NOT to report on your GM Form:**

- **DO NOT** report excluded wastes as defined by Chapter 173-303 WAC (e.g., do not report TSCA [Toxic Substances Control Act, 40 CFR Parts 700-799] wastes such as PCBs unless they also classify as dangerous waste).
- **DO NOT** report waste accumulations that were generated during 2002 but were not managed on-site or shipped off-site during 2002.
- **DO NOT** report wastes that are excluded such as antifreeze that is recycled, materials managed under the used oil regulations (WAC 173-303-515), universal waste,\* permit by rule,\* or waste recycled on-site without prior storage or accumulation\* (closed loop recycling) (\*see definitions, Book 2, page 24).

- **Lab packs:** If you generate a lab pack waste stream, refer to Worksheet #3 on page 12 of *Book 2: Guidebook and Codes* for instruc-



tions on how to complete the GM Form for those waste streams.

- **On-site Management Activities:** On-site management of a dangerous waste includes on-site recycling (distillation for example) and treatment-by-generator. In contrast, off-site management refers to all manifested waste that you ship to a TSDR.

If you generate a dangerous waste stream, manage it on-site, and a dangerous waste residual is generated from this management, you have generated two separate waste streams and need to complete two separate GM Forms.

For example, you recycle used paint thinner at your site by running it through a still. Dangerous waste still bottoms result from this activity. The still bottoms are shipped off-site to your TSDR for fuel blending. You need to complete two GM Forms:

1. On the first GM Form, describe the spent solvent (paint thinner). Indicate that the waste's origin (question A-9) is from recurrent generation (origin code *i*); and that its management (question B-3) is from distillation (system code M021).
2. On the second GM Form, describe the still bottoms. Indicate that the waste's **origin** is residual from managing a previously existing dangerous waste (origin code *v*); and that its management (question B4ii) is off-site fuel blending (system code M061).

- **Ecology has developed guidance** on how to count generation, on-site recycling and management of a dangerous waste. You may need to refer to this guidance as you calculate your waste generation quantities for two purposes: for determining your generator status on a monthly basis; and for determining how to complete the Annual Report forms. To request Publication 98-414, Counting Dangerous Waste Under the Dangerous Waste Regulations, please call Ecology at 1-800-874-2022 (within state) or (360) 407-6170.

---

## Generation and Management Form

- **Reporting treatment-by-generator activities:** As you complete the GM Form, you will be asked whether you manage the waste stream on-site or off-site. If you answer “on-site,” then you will be asked to indicate whether that on-site management activity is conducted according to the treatment-by-generator guidance. Ecology, in Technical Information Memorandum (TIM) #96-412, has set forth guidance on how generators may conduct certain types of dangerous waste **treatment** activities **on-site** without first obtaining review, written approval, or a permit from Ecology. Specifically, the guidance addresses **filtration, separation, evaporation, carbon adsorption, elementary neutralization, and solidification**. You are allowed to conduct such treatment activities on-site without a permit if you follow the instructions in the TIM. If you are unsure whether you are handling a waste stream according to the treatment-by-generator guidance, please refer to TIM #96-412, available from Ecology at (360) 407-6752. For specific questions on treatment-by-generator activity, please call your Ecology regional office (see back cover of Book 1).

- **Reporting storage/transfer activities:** If you are conducting storage/transfer of a dangerous waste stream (see the definition of storage/transfer in the Definitions section of *Book 2: Guidebook and Codes*), then you should follow these special instructions for storage/transfer of the waste stream on the GM form:
  - For question **A-7, source code**, assign code **A80**, indicating that the waste is a storage/transfer.
  - For question **A-9, origin code**, assign code **iv**, indicating that the waste is a storage/transfer.

Complete the other questions on the form as appropriate, given the nature of the waste stream and your handling of it.

- **Reporting extended storage:** If you hold a RCRA storage permit, please review Worksheet #6 on page 17 of *Book 2: Guidebook and Codes*, before completing this form.

- **Waste shipments to foreign countries:** Refer to Helpful Hint #8 on page 8 of *Book 2: Guidebook and Codes* for guidance on how to report shipments of dangerous waste to foreign countries.

TSDR

---

# GENERATION AND MANAGEMENT FORM QUESTIONS

**This is a question sheet. Record your answers on the separate answer sheet! (One answer sheet for each dangerous waste stream managed during 2002.)**

**Please read all of the instructions before completing the answer sheet. Enter your RCRA Site ID Number and site name where indicated on the answer sheet before making as many copies of the answer sheet as you will need to report each of your waste streams. Each dangerous waste stream should be reported on a separate answer sheet.**



**Do not report any waste stream that was generated during 2002 but not managed or shipped off-site until 2003. This waste should be reported next year on your 2003 Annual Report.**

---

## **A. Description of Dangerous Waste Stream**

---

If your waste stream is a "lab pack," please review Worksheet #3, on page 11 of *Book 2: Guidebook and Codes*, before completing this form.

If you hold a RCRA storage permit, please review Worksheet #6 on page 17 of *Book 2: Guidebook and Codes*, before completing this form.

---

### **A-1. What is your "profile" code? (Optional.)**

This data element is provided for your optional use to help you track the waste profiles or waste streams that you report on the Annual Report. You may enter any desired information that will help you relate the waste streams you generate and manage in your facility to how you report in the Annual Report. This data element is provided solely for your use; Ecology will not use this information in any way.

---

### **A-2. Briefly describe the dangerous waste stream reported on this form.**

Please describe the waste stream as you best recognize it. Limit the length of your description to 70 characters, including spaces; although you may prepare a longer description, Ecology will only record the first 70 characters in its information system.



Note: Ecology can no longer accept D.O.T. hazardous class names from manifests such as; "toxic liquid flammable, organic, N.O.S."; "self reactive liquid, type B", etc.. Please provide a more recognizable description such as; "used paint thinner"; "electroplating wastewater"; "stabilized solid generated from stabilizing wastewater treatment sludge", etc..



---

## Generation and Management Form

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### A-3. Which EPA hazardous waste code(s) are associated with this waste stream?

Do not enter Washington state-only dangerous waste codes in this section. Enter Washington state-only codes under question A-4.

EPA hazardous waste codes begin with a P, U, F, K, or D. They are provided in WAC 173-303-081 and 082 and WAC 173-303-090. Enter up to six codes. If you need to list more than six codes, continue in Section C, Comments; please reference question A-3 in your comments.

---

### A-4. Which Washington state-only dangerous waste code(s) are associated with this waste?

Do not enter EPA waste codes in this section. Enter EPA codes under question A-3.

Washington state-only dangerous waste codes begin with a "W". They are referenced in Helpful Hint #2 (page 3 of *Book 2: Guidebook and Codes*) and are provided in WAC 173-303-082, 090, 100, 104, 180, and 9904. If these codes apply to your waste, enter up to two in the spaces provided. If you need to list more than two codes, continue in Section C, Comments; please reference question A-4 in your comments.

---

### A-5. What is the designation of this waste stream?



Indicate whether the waste is designated Dangerous Waste (DW) or Extremely Hazardous Waste (EHW). Helpful Hints #1 and #2, on pages 2 and 4 of *Book 2: Guidebook and Codes*, will help you designate your wastes per WAC 173-303.

WL01, WP01, WP03, and WT01 are the only dangerous waste codes that designate as EHW. If none of these codes apply to your waste, then enter the designation of DW.

---

### A-6. Is this a “mixed radioactive” waste?

Mixed radioactive wastes are wastes that are both:

- dangerous as defined by WAC 173-303-080 through 173-303-104 (see “What is a dangerous waste?”, Helpful Hint #1 on page 2 of *Book 2: Guidebook and Codes*); and
- radioactive as defined by the Atomic Energy Act.

Radioactive waste that is not mixed with a dangerous waste should not be reported on this form.

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## Dangerous Waste Annual Report

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**A-7. Which source code best identifies the (production, service, management process, or clean-up) activity associated with the generation of this waste stream? Select one.**

Source codes can be found on page 50 of *Book 2: Guidebook and Codes*.

The source code describes the process (e.g., painting, degreasing, clean-up) associated with the generation of this waste stream. Please select the code that best describes the source of this waste stream. Ecology recognizes that it may be possible to assign a number of source codes to an individual waste stream. Ecology asks you to identify just one source code in this report.

---

**A-8. Which form code best describes the form of this waste stream? Select one.**

Form codes can be found on pages 51-52 of *Book 2: Guidebook and Codes*.

The form code describes the form of the waste stream (for example, mixed lab packs, scrubber water, oily sludge). Please select the one code that best describes the form of this waste stream. Ecology recognizes that it may be possible to assign a number of form codes to an individual waste stream. Ecology asks you to identify just one form code in this report.

---

**A-9. What is the origin of this waste stream? Select one.**

Select the one option that best describes the origin of generation for this waste stream.

- i. The waste stream is recurrent: it was generated on-site from a production process, a service activity, or a routine cleanup (including off-specification or spent chemicals).
- ii. The waste stream is non-recurrent: it is the result of a spill cleanup, equipment decommissioning, or other remedial cleanup activity.
- iii. The waste stream is a residual derived from the management of a non-dangerous waste.
- iv. The waste stream is a storage/transfer: it was received from off-site and was not treated, recycled, or disposed on-site before being shipped off-site. (See the Definitions section of *Book 2: Guidebook and Codes* for the definition of *storage/transfer*.)
- v. The waste stream is a residual derived from the management of a previously existing dangerous waste stream. If you specify this origin code, please go to question A-9.a.

TSDR

---

**A-9.a. If you specified origin code v in question A-9 (i.e., the waste is a residual from management of a previously existing dangerous waste stream), enter the system code for the management system that generated the waste.**

System codes can be found on pages 54-55 of *Book 2: Guidebook and Codes*.

For example, if the waste stream reported on this form is still bottoms from the distillation of waste paint thinner, enter system code M021, the code for fractionation/distillation.

---

## B. Waste Management Activities

---

This section collects information on the management—treatment, storage, disposal and recycling—of dangerous waste. Do **not** report waste in accumulation.

- If the waste stream received consecutive treatment by more than one type of management, only report the first activity on this form.



---

## Generation and Management Form



- If in treating the waste stream a dangerous waste residual is generated, then that residual constitutes a new waste stream that must be reported on a separate GM Form answer sheet. For example, you recycle on-site spent solvents in a still for solvent recovery, this recycling activity generates a dangerous waste still bottom in which case two GM Form answer sheets are required.
  - 1) to report the management of spent solvent
  - 2) to report the management of the still bottoms

---

**B-1. What was the total amount of this individual waste stream managed in 2002, and what is the unit of measure?**

Provide the total amount of this waste stream that was **managed** in 2002. If you manage this waste stream on-site, you should indicate the total volume of the waste stream that entered your **on-site** management system in 2002. If you sent this waste stream off-site for management, you should add the quantities of this waste stream manifested in 2002. Do not exceed two decimal places when reporting your waste amounts.

Check the appropriate code for the unit of measure used: **ST**=Short Tons; **MT**=Metric Tons; **P**=Pounds; **K**=Kilograms; **G**=Gallons; **L**=Liters; and **C**=Cubic Yards. **You must use the same unit of measure when responding to questions B-3, B-4 and B-5.**

If you select **G, L, or C**, go to question **B-1.a**. If you select **ST, MT, P, or K**, skip to question **B-2**.

---

**B-1.a. If the waste stream is measured in gallons, liters, or cubic yards, what is its density? Answer this question only if you specified G, L, or C, in question B-1.**



Density information for the constituent chemicals in the waste is provided on Material Safety Data Sheets. You should estimate the density of the waste stream based on that or other information available to you. If you do not provide a density, the density of water (8.34 pounds/gallon) will be assumed for wastes measured in gallons or liters; the density of soil (2,700 pounds/cubic yard) will be assumed for wastes measured in cubic yards. Be sure to check the unit of measure box (e.g. lbs/gal).

---

**B-2. Was this dangerous waste stream managed (treated, recycled, or disposed of) on-site or off-site in 2002? Remember on-site management includes on-site (not immediate) recycling, or treatment-by-generator. Off-site management refers to all manifested waste shipments to a TSDR.**

1. This dangerous waste stream was managed **on-site** (treatment-by-generator activity) → answer **B-3** and then **skip** to **section C**.
2. This dangerous waste stream was managed off-site → skip to question **B4**.
3. Part of this waste stream was managed on-site and part was managed off-site → answer both **B-3** and **B-4**.

---

## Dangerous Waste Annual Report



Remember—if the waste stream was **first** managed on-site and its **residual** (see Book 2 for definition of residual) was managed off-site, you should report **only** the on-site management here. The residual is a separate waste stream, and its generation and management should be reported on a separate GM Form answer sheet.

As you complete the remaining questions in this section, please note the following:

- If you manage the waste stream entirely on-site, then the quantity that you enter in question **B-3** should equal the quantity that you entered in question **B-1**.
- If you manage the waste stream entirely off-site, then the quantity (or quantities) that you enter for question **B-4** should equal the quantity that you entered in question **B-1**.
- If you manage the waste stream both on-site and off-site, then the quantities that you enter in questions **B-3** and **B-4** when added together should equal the same quantity that you entered in question **B-1**.

---

**B-3. If all or part of this dangerous waste stream was managed on-site in 2002, how much was managed on-site and how was it managed?**

If you managed this waste stream on-site, provide an annual aggregate quantity for each method in which the waste stream was managed on-site. Do *not* attempt to list monthly generation/management quantities anywhere else in this GM Form or on the WR Form.

Space is provided on the answer sheet to report management of this waste stream on-site by one system type. If you need additional space—i.e., to report a second on-site management method—use Section C, Comments; reference question B-3 in your comments. Only report on additional management method(s) in the Comments Section for those circumstances when you managed the waste on-site one way part of the time and another way another time. Do *not* attempt to report *sequential* management of the waste stream (i.e., neutralization followed by chemical precipitation). Rather, continue in the Comments *only* if the waste stream was managed on-site by entirely different systems, rather than in two sequential systems.

Please refer to Worksheet #4, on pages 13-14 of *Book 2: Guidebook and Codes*, for help in identifying a management system. After you have reviewed that worksheet, select the appropriate system code from the list on pages 54-55 of *Book 2: Guidebook and Codes*.

Use the same unit of measure as in question B-1.

---

**B-3.a. For on-site management, indicate whether this waste stream was managed according to the treatment-by-generator guidance.** Refer to the discussion of treatment-by-generator on pages 22-23 of this book. If your on-site management activity is recycling (e.g. distillation) then answer “no” to B-3.a.

---

**B-4. Indicate the amount of this waste stream that was managed at off-site facilities in 2002.**

Do not attempt to report on-site management of this waste stream here. Only report on-site management in question B-3.



Provide the following information:

- i. The RCRA Site ID Number of the designated facility (TSDR – not transporter) to which you directly shipped this waste stream. Reference section 9 and 10 of your waste manifest for the name and RCRA Site ID number (or US EPA ID number) of the designated facility that received your waste. Transporter information is **only** entered on the OI form.

---

## Generation and Management Form

- ii. The system code for how this waste stream was managed at the designated facility identified in item *i* (system codes are listed on pages 54-55 of *Book 2: Guidebook and Codes*). You should contact the designated facility if you have questions about which system code to assign.



**Be careful in completing this information!** Be sure to specify the management that the facility identified in item *i* provided this waste stream. If, for example, you sent this waste stream to a TSDR, provide the system code for the type of management that the TSDR provided the waste stream. If, for example, the TSDR sorted the waste stream and *then* sent it on to a landfill, do *not* specify the system code for landfill; rather, indicate that the TSDR conducted a storage/transfer—system code M141, storage/transfer. In other words, always specify the *direct*, rather than the ultimate, management of the waste stream—that is, that management provided by the *first* facility (or TSDR) to which you shipped the waste stream.

- iii. The **total** quantity of the waste stream that was sent in 2002 to the facility specified under item *i* for the management identified in item *ii*, above (use the same unit of measure from question **B-1**).
- iv. The percent of this waste stream that was recycled by the facility providing ultimate off-site management identified in item *i*. This column is **optional**. It is provided if you wish to obtain a recycling credit for the portion of this waste stream that was recycled off-site in 2002. Please refer to Worksheet #5, on pages 15-17 of *Book 2: Guidebook and Codes*, for detailed information on whether you qualify for recycling credits and how to obtain the credits. If no recycling credits are claimed, please leave blank.

**Remember to attach written documentation from your TSDR to confirm your recycling credit claim(s). Claims for recycling credits without documentation will be denied.**



If the facility identified in *i* managed the waste stream in different manners during the year, then do the following:

- “ditto” the RCRA Site ID Number of the facility to whom you sent the waste on two or more lines (as many as are needed to capture the different types of management that different portions of the waste received);
- enter one system code in each row;
- enter in each row the quantity of waste that went to the system code identified in *ii*; and
- if applicable, enter the percent of the waste that was recycled in the system code identified in *iii*.

---

## Dangerous Waste Annual Report

Spaces are provided to identify up to four off-site facilities. If you need additional lines, please continue in Section D, Comments. Reference question B-4 in your comments.



**If you are an LQG or a TSDR, proceed to question B-5. If you are an MQG, skip to Section C, Comments, if appropriate; otherwise, you have now completed this form.**

Remember — If any of your waste is managed off-site, you must complete the Off-Site Identification Information (OI) form beginning on page 37.

---

### **B-5. Please provide the following individual off-site shipment information for this waste stream. (Only LQGs and TSDRs are required to complete this question.)**

Provide the following information. If you need to repeat information on multiple lines (for example, many shipments to a single facility), you may use ditto (") marks to represent the repeated information.

- i.* The shipment date (mm/dd).
- ii.* The manifest document number.
- iii.* The internal tracking code, **optional**. This is provided for your **optional** and **internal** use. Ecology has created this column in response to comments from members of the regulated community that such a column would help them to relate their internal waste tracking systems to the information they provide on their Annual Report forms. This column allows you to enter any internal information or code that your company may wish to use to track shipments. Ecology does not require you to provide this information and will not use it in any way. Please use this column if and how you see fit.
- iv.* The RCRA Site ID Number of the facility to which you directly shipped the waste (please review the instructions under item *i.* of question **B-4**).
- v.* The quantity of this waste stream in this shipment to the facility identified in item *iv* (use unit of measure from question **B-1**). Note that the shipment quantities that you list here should, in total, equal the quantity (or quantities) you identified in question **B-4**.

Spaces are provided to list up to 18 shipments of this waste stream. If you sent this waste stream off-site in more than 18 shipments in 2002. Please use the **continuation sheet** (page 33) to provide the additional information under question **B-5**. Or see page 5 for instructions on providing a computer-generated answer sheet.

---

## **C. Comments**

Use the Comments Section on the answer sheet to provide any additional comments, information, or explanations, as necessary. In your comments, always provide the reference to the specific question number (e.g., A-7).

# GENERATION AND MANAGEMENT FORM ANSWER SHEET

Please enter your RCRA Site ID number and your site name in the small box at the right, before making as many two-sided copies of this answer sheet as you will need to report each of your waste streams. Then complete one answer sheet for each waste stream.

Reference the instructions on pages 21 through 30 as you complete this form. Please type or print legibly in blue or black ink.

PLEASE ENTER:

YOUR SITE ID #: \_\_\_\_\_

Site name: \_\_\_\_\_

FOR ECOLOGY USE ONLY:

Date received: \_\_\_\_\_

## A. Description of Dangerous Waste Stream

A-1. \_\_\_\_\_ (optional)

A-2. \_\_\_\_\_  
\_\_\_\_\_

A-3. \_\_\_\_\_ A-4. \_\_\_\_\_

A-5. ☐ EHW ☐ DW A-6. ☐ No ☐ Yes A-7. A \_\_\_\_\_

A-8. B \_\_\_\_\_ A-9. ☐ i ☐ ii ☐ iii ☐ iv ☐ v (If v, answer A-9.a.)

A-9.a. M \_\_\_\_\_

## B. Waste Management Activities

B-1. \_\_\_\_\_ ☐ ST ☐ MT ☐ P ☐ K ☐ G ☐ L ☐ C (If G, L, or C, answer B-1.a.)

B-1.a. \_\_\_\_\_ ☐ Lbs/gal ☐ Specific Gravity ☐ Lbs/yd<sup>3</sup>

B-2. ☐ On-site ☐ Off-site ☐ Both

B-3. \_\_\_\_\_ M \_\_\_\_\_ B-3a. ☐ Yes ☐ No

B-4. *i.* Designated Facility (TSDR) *ii.* System Code *iii.* Quantity *iv.* Recycling Percent

_____	M _____	_____	_____
_____	M _____	_____	_____
_____	M _____	_____	_____
_____	M _____	_____	_____

**Site name:**\_\_\_\_\_

# GENERATION AND MANAGEMENT FORM ANSWER SHEET (CONTINUED)

**PLEASE ENTER:**

**Your SITE ID #:** \_\_\_\_\_

**Site name:** \_\_\_\_\_

**B-5. (Continued)**

[illegible]

You're not done yet.....

MQG and LQGs (with off-site shipments) and  
all TSDRs  
continue on to the OI Form.

If you have claimed recycling credits in  
B4iv., you must attach documentation from  
your TSDR  
to the end of the report packet.



# OFF-SITE IDENTIFICATION INFORMATION FORM INTRODUCTION

## Who needs to complete this form?

All Large Quantity Generators, Medium Quantity Generators, Treatment/Storage/Disposal Facilities, and Recycling Facilities that sent dangerous waste off-site or received dangerous waste from off-site during 2002 must complete this Off-Site Identification Information (OI) Form.

## What information does this form collect?

The OI Form collects the RCRA Site ID Number, name, and address of all off-site installations and transporters with whom you interacted in 2002 in the process of sending dangerous waste off-site or receiving dangerous waste from off-site.

## What information do I need to complete this form?

To complete this form, you need to know the RCRA Site ID Number, name, and address of all off-site installations to which you shipped dangerous waste or from which you received dangerous waste and all transporters that you used during 2002. Do not provide information regarding generators of Household Hazardous Waste or Conditionally Exempt Generators (called Small Quantity Generators in Washington) from which you received waste.



You do not need to list your own company in the body of the OI Form: list your company above in the "please enter" box only. For each off-site installation or transporter, provide the following information:

- **RCRA Site ID Number** (remember, if the off-site entity is from a foreign county and does not have an RCRA Site ID Number, use the "FC" designation as described in Helpful Hint #8 on page 9 of *Book 2: Guidebook and Codes*)
- **Company Name**
- **Location address** (city and state associated with the RCRA Site ID Number, and Country if appropriate)
- **Handler type** (e.g., generator, transporter, or TSDR) as defined by their relationship to your site. Select all that apply to the installation or transporter: e.g., the given entity might both transport (mark *Transporter*) and manage (mark *TSDR*) your waste.

*Note: A TSDR is referred to as designated facility on the uniform Hazardous Waste Manifest.*

If you are a generator, and the transporter of your waste has been provided by the TSDR, you may not have full name and address information for the transporter. In that case, you may provide just the RCRA Site ID Number and name of the transporter.

Use the **Comments Section** to continue any entry and/or to clarify any information provided. Reference the comment by entering the site name and indicating the information point being continued (i.e., RCRA Site ID Number, name, address, or handler type).

## Helpful Hints

Before completing the form, be sure to complete the "Please Enter" box at the top of the page. Fill in your RCRA Site ID Number and site name. Do not enter any information in the spaces marked "For Ecology Use Only." Then make as many copies of the answer sheet as you will need.



**Page Intentionally  
Left Blank**

# OFF-SITE IDENTIFICATION INFORMATION FORM ANSWER SHEET

Please enter your RCRA Site ID number and your site name in the small box at the right, before making as many copies of this two-sided answer sheet as you will need.

Please complete this form if your facility received dangerous waste from off-site or shipped dangerous waste off-site during 2002.

## PLEASE ENTER:

Your Site ID #: \_\_\_\_\_

Site name: \_\_\_\_\_  
\_\_\_\_\_

## FOR ECOLOGY USE ONLY:

Date received: \_\_\_\_\_  
\_\_\_\_\_

Please type or print legibly in blue or black ink.

RCRA Site ID Number: \_\_\_\_\_

Name: \_\_\_\_\_  
\_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Handler type: (Check all that apply.)    ☐ Generator    ☐ Transporter    ☐ TSDR

RCRA Site ID Number: \_\_\_\_\_

Name: \_\_\_\_\_  
\_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Handler type: (Check all that apply.)    ☐ Generator    ☐ Transporter    ☐ TSDR

RCRA Site ID Number: \_\_\_\_\_

Name: \_\_\_\_\_  
\_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Handler type: (Check all that apply.)    ☐ Generator    ☐ Transporter    ☐ TSDR

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Dangerous Waste Annual Report**

**PLEASE ENTER:** \_\_\_\_\_

**YOUR Site ID :#** \_\_\_\_\_

**Site name:** \_\_\_\_\_

**RCRA Site ID Number:** \_\_\_\_\_

**Name:** \_\_\_\_\_  
\_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Handler type: (Check all that apply.)**    ☐ Generator    ☐ Transporter    ☐ TSDR

**RCRA Site ID Number:** \_\_\_\_\_

**Name:** \_\_\_\_\_  
\_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Handler type: (Check all that apply.)**    ☐ Generator    ☐ Transporter    ☐ TSDR

**RCRA Site ID Number:** \_\_\_\_\_

**Name:** \_\_\_\_\_  
\_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Handler type: (Check all that apply.)**    ☐ Generator    ☐ Transporter    ☐ TSDR

**RCRA Site ID Number:** \_\_\_\_\_

**Name:** \_\_\_\_\_  
\_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Handler type: (Check all that apply.)**    ☐ Generator    ☐ Transporter    ☐ TSDR

**RCRA Site ID Number:** \_\_\_\_\_

**Name:** \_\_\_\_\_  
\_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Handler type: (Check all that apply.)**    ☐ Generator    ☐ Transporter    ☐ TSDR

Page \_\_\_\_\_

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# WASTE RECEIVED FORM INTRODUCTION

## Who needs to complete this form?

---




**TSDR**

All treatment, storage, disposal, and recycling facilities (TSDRs) that receive dangerous waste from off-site must complete this Waste Received (WR) Form. This includes TSDRs that receive dangerous waste from off-site and then ship it off-site without first providing it any kind of treatment—i.e., TSDRs that conduct storage/transfer of dangerous wastes.

## What information does this form collect?

---

This form collects information on dangerous wastes received by your facility from off-site for treatment, storage, disposal, and/or recycling. It collects information on the type of waste received, the amount of waste received, and how the waste was managed (i.e., treated, recycled, or disposed) at your facility.



If you treated, stored, recycled, and/or disposed of dangerous waste at your site that your site generated, do NOT report that activity on this WR Form. Report your generation and on-site management on the GM Form.

If you conduct a storage/transfer (i.e., pass-through) activity (i.e., if you received a waste from off-site and subsequently shipped it off-site without first providing any form of treatment, recycling, or disposal to the waste), you will report the receipt of the waste on this WR Form and the transfer of the waste on the GM Form. Refer to the definition of storage/transfer in the Definitions section of *Book 2: Guidebook and Codes*.

## What information do I need to complete this form?

---

To complete this form, you will need information on the dangerous waste received from off-site by your facility.

For each dangerous waste stream, you will need to know how much you received from off-site in 2002, the RCRA Site ID Number of the site(s) from which you received the waste stream, and how the waste stream was managed (i.e., treated, stored, recycled, and/or disposed) at your facility. (You will need to provide the names and addresses of these entities on the OI Form.)

If you transferred the waste, you will need to know where (i.e., RCRA Site ID Number) you sent the waste for management and how it was managed at that receiving facility so that you can complete the GM Form for the transferred waste stream. (You will need to provide the names and addresses of these entities on the OI Form.)

## Helpful Hints

---

- **Questions and Answers:** This form is in two parts: a question sheet and an answer sheet. The answer sheet is perforated. You may wish to separate it from this book and lay it alongside the questions as you answer them.

Fill out one answer sheet for each waste stream received by your facility. On both the answer and continuation sheets, be sure to complete the “Please Enter” box at the top of the sheets with your RCRA Site ID Number and your site name. Do not enter any information in the spaces marked “For Ecology Use Only.” **Then make as many copies of the sheets as you will need for each waste stream. Double sided pages are encouraged.**

## Dangerous Waste Annual Report

### ■ How to identify a dangerous waste stream:

Use the following guidelines to identify an individual **waste stream**:

- A single waste stream may have several **waste codes**. **Waste codes** are identified in WAC 173-303. Refer to Helpful Hint #1 on page 2 of *Book 2: Guidebook and Codes* for help in using WAC 173-303 to designate your waste and assign waste codes to it. Questions 3 and 4 capture EPA and Washington state-only waste codes, respectively.
- A single waste stream will designate either as dangerous waste (DW) or extremely hazardous waste (EHW), **not both**. Thus, if you receive a waste stream that is sometimes EHW and is DW at other times, these are actually separate waste streams and should be reported on separate WR Forms. Specify the designation in question 5.
- A single waste stream will be either a **mixed radioactive waste** or **not** (question 6). Mixed radioactive wastes (see the Definitions section of *Book 2: Guidebook and Codes*) should never be combined with non-radioactive wastes. Thus, a mixed radioactive waste stream received from off-site will always be reported on its own WR Form.
- In most cases, a waste stream reported on a single answer sheet should have only one form (question 7). Waste form codes are listed on pages 51-52 of *Book 2: Guidebook and Codes*.

Please note that Ecology asks you to use your best judgment in defining the individual waste streams that you receive and manage. Ecology recognizes that the complexities of dangerous waste generation and management are sometimes difficult to portray in the context of a standardized form with a series of standardized codes. In certain instances, the coding scheme may not allow you to portray your waste in a fully accurate manner. Follow the guidelines listed above to the best of your ability when identifying a waste stream at your site and assigning what you believe to be the best codes to describe that waste stream.

### ■ One answer sheet per waste stream received:

Complete one answer sheet for each waste stream received. If, for example, you received the same waste stream from a number of different sites, you only need to complete one answer sheet for the waste stream. For example, you receive still bottoms of halogenated solvent from several different dry cleaners. The dangerous waste from all the dry cleaners shares a common Form Code (B601 - still bottoms of halogenated solvents or other organic liquids), a common Waste Code (F002 - a listing of specific spent halogenated solvents), and a common designation (DW). The receipt of this same dangerous waste stream from several different generators should be reported on one answer sheet.

### ■ Which wastes to report:

- **DO** report all dangerous wastes received from off-site during 2002.
- **Lab packs:** If you receive a lab packs waste stream from off-site for management, refer to Worksheet #3 on page 12 of *Book 2: Guidebook and Codes*, for instructions on how to complete the WR Form for that waste stream.
- **Wastes from foreign countries:** Refer to Helpful Hint #8, on page 9 of *Book 2: Guidebook and Codes*, for guidance on reporting the receipt of wastes from foreign countries.

### ■ Which wastes NOT to report:

- **DO NOT** report excluded wastes as defined by Chapter 173-303 WAC (e.g., do not report TSCA [Toxic Substances Control Act, 40 CFR Parts 700-799] wastes such as PCBs unless they also classify as dangerous waste).
- **Household Hazardous Waste:** Reporting the receipt and management of household hazardous waste is not required. Do NOT report receipt of these wastes.
- **Conditionally Exempt Small Quantity Generator Waste:** Reporting the receipt and management of dangerous wastes from conditionally exempt generators (i.e., Small Quantity Generators in the State of Washington) is not required. Do NOT



## Waste Received Form

report receipt of these wastes.

- **Dangerous waste residuals:** If your facility received a waste stream from off-site, managed it on-site, and, in managing the waste stream, generated a dangerous waste residual, you should report this activity as follows:
  - report the **receipt** and **primary management** of the original waste on this WR Form; and
  - report the **generation** of the **residual** as a new waste stream on the GM Form.

For example, you receive a dangerous waste sludge. You dewater it. A dangerous waste residual—a filtercake—results from the dewatering. You then landfill the filtercake. You will need to:

- report the receipt and management (dewatering, system code M101) of the dangerous waste sludge on this WR Form; and
  - report the generation and then management (landfill) of the filtercake on the GM Form. Note that the **source** of the filtercake, under question **A-7** of the GM Form, will be “A76, sludge dewatering.” The **origin** of the filtercake, under question **A-9**, will be “residual from the management of a previously-existing dangerous waste,” choice v. For question **A-9a**, you will indicate the system of origin of that residual as system code M101, dewatering.
- **Reporting extended storage:** If you hold a RCRA storage permit **and** you received waste from off-site for storage, please review Worksheet #6, on page 18-19 of *Book 2: Guidebook and Codes*, before completing this form.

### Providing recycling credit information to generators

If you recycle dangerous wastes received at your facility, it is likely that the generators using your services will contact you to obtain information about the percentage of their waste that your facility reclaimed during 2002. Ecology asks

that you provide them that information. You may tell them the percentage over the telephone, but you must also fax or mail to them written material that documents the recycling percentage that you are claiming you achieved with their waste. That written documentation may be in any format most convenient for you, but it **must** include the following information: **the waste description, the waste system code, the waste form code, the percent recycled during 2002, and the name, title, and signature of an authorized representative of your facility.**

Please note that only the following types of management, denoted by system code, constitute “recycling” for purposes of the recycling credit. If your facility did not perform one of these types of management on the waste, then you did not “recycle” any of the waste for purposes of the recycling credits. (For guidance on applying these system codes to the waste management processes at your facility, refer to Worksheet #4 on pages 13-14 in *Book 2: Guidebook and Codes*.)

#### Metals Recovery

- M011 High temperature metals recovery
- M012 Retorting
- M013 Secondary smelting
- M014 Other metals recovery for reuse (e.g., ion exchange, reverse osmosis, acid leaching, etc.)
- M019 Metals recovery—type unknown

#### Solvents Recovery

- M021 Fractionation/distillation
- M022 Thin Film Extraction
- M023 Solvent extraction
- M024 Other solvent recovery
- M029 Solvents recovery—type unknown

#### Other Recovery

- M031 Acid regeneration
- M032 Other recovery (e.g., waste oil recovery, non-solvent organics recovery, etc.)
- M039 Other recovery—type unknown

#### Aqueous Organic Treatment

- M082 Carbon Adsorption

#### Other

- M141 Storage/Transfer



# WASTE RECEIVED FORM QUESTIONS

This is a question sheet. Record your answers on the separate answer sheet! (One sheet for each dangerous waste stream or dangerous waste residual.) Please complete one answer sheet for each dangerous waste stream that was received from off-site during 2002, even if the waste stream was subsequently shipped off-site without first being treated, recycled, or disposed of.

If your waste stream is a “lab pack,” please review Worksheet #3, on page 11 of *Book 2: Guidebook and Codes*, before completing this form.

If you hold a RCRA storage permit *and* you received waste from off-site for storage, please review Worksheet #6, on page 18-19 of *Book 2: Guidebook and Codes* before completing this form.

---

**1. What is your “profile” code (Optional)?**

This data element is provided for your optional use to help you track the waste profiles or waste streams that you report on the Annual Report. You may enter any desired information that will help you relate the waste streams you receive and manage at your facility to how you report in the Annual Report. This data element is provided solely for your use; Ecology will not use this information in any way.

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**2. Briefly describe the dangerous waste stream reported on this form.**

Please describe the waste stream as you best recognize it. You should attempt to limit the length of your description to **70 characters, including spaces**; although you may prepare a longer description, Ecology will only record the first 70 characters in its information system.

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**3. Which EPA hazardous waste code(s) are associated with this waste stream?**

Do **NOT** enter Washington state-only dangerous waste codes in this section. Enter Washington state-only codes under question 4.

EPA hazardous waste codes begin with a P, U, F, K or D. They are listed in WAC 173-303-081 through 083 and WAC 173-303-090, 104, 180, and 9904. Enter up to six codes. If you need to list more than six codes, continue in the Comments section under question 10; please reference question 3 in your comments.

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**4. Which Washington state-only dangerous waste code(s) are associated with this waste stream?**

Do NOT enter EPA waste codes in this section. Enter EPA codes under question 3.

Washington state-only dangerous waste codes begin with a "W". They are referenced in Helpful Hint #2 on page 4 of *Book 2: Guidebook and Codes* and are provided in WAC 173-303-082, -090 and -100. If these codes apply to your waste stream, enter up to two codes in the spaces provided. If you need to list more than two codes, continue in the Comments section under question 10; please reference question 4 in your comments.



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## Waste Received Form

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### 5. What is the designation of this waste stream?

Indicate whether the waste is designated Dangerous Waste (DW) or Extremely Hazardous Waste (EHW). Helpful Hint #1, on page 2 of *Book 2: Guidebook and Codes*, will help you designate your wastes per WAC 173-303.



WL01, WP01, WP03 and WT01 are the only dangerous waste codes that designate as EHW. If none of these apply to your waste, then enter the designation of DW.

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### 6. Is this a “mixed radioactive” waste stream?

Mixed radioactive wastes are wastes that are both:

- dangerous under WAC 173-303-070 through 173-303-104 (see “What is a dangerous waste?”, Helpful Hint #1 on page 2 of *Book 2: Guidebook and Codes*), and
- radioactive as defined by the Atomic Energy Act.

Radioactive waste that is not mixed with a dangerous waste should not be reported on this form.

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### 7. Which form code best describes the form of the waste stream received?

Form codes can be found on pages 49-50 of *Book 2: Guidebook and Codes*.

The form code describes the form of the dangerous waste (e.g., mixed lab packs, scrubber water, oily sludge). Please select the one code that best describes the form of this waste stream. Ecology recognizes that it may be possible to assign a number of form codes to an individual waste stream. Ecology asks you to identify just one in this report.

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### 8. What is the total quantity of this waste stream received by your facility in 2002 and what is the unit of measure?

Remember, do not report the receipt of household hazardous waste or conditionally exempt generator waste.

Check the appropriate code for the unit of measure used: **ST**=Short Tons; **MT**=Metric Tons; **P**=Pounds; **K**=Kilograms; **G**=Gallons; **L**=Liters; and **C**=Cubic Yards. You must use the same unit of measure when responding to question 9.

If you select G, L, or C, go to question 8.a. If you select ST, MT, P, or K, skip to question 9.

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#### 8.a. If the waste stream is measured in either gallons, liters, or cubic yards, what is its density?

Answer this question only if you specified G, L, or C in question 8.

Density information for the chemical constituents of the waste is provided on Material Safety Data Sheets. Use that or other information available to you to determine the density.

If you do not provide a density, the density of water (8.34 pounds/gallon) will be assumed for wastes measured in gallons or liters; the density of soil (2,700 pounds per cubic yard) will be assumed for wastes measured in cubic yards. Be sure to choose a density unit of measure (e.g. lbs/gal).

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## Dangerous Waste Annual Report

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**9. Please provide the following information for each shipment of this waste stream received from off-site.**

Provide the following information. If you need to repeat information on multiple lines (for example, many shipments received from a single facility), you may use ditto (") marks to represent the repeated information.



Report only MQG and LQG waste shipments. (Do not report waste shipments from conditionally exempt generators, i.e. small quantity generators in the State of Washington.)

- i. the date the shipment was received (mm/dd).
- ii. the manifest document number.
- iii. the "internal tracking code," optional. This column is provided for your optional and internal use. Ecology has created this column in response to comments from members of the regulated community that such a column would help them to relate their internal waste tracking systems to the information they provide on their Annual Report forms. This column allows you to enter any internal information or code which your company may wish to use to track shipments. Ecology does not require you to provide this information and will not use it in any way. Please use this column if and how you see fit.
- iv. the RCRA Site ID Number of the facility from which the waste was received.
- v. the quantity received in this shipment (using the same unit of measure as in question 8).
- vi. the system code for how your facility managed the waste (refer to Worksheet #4, on pages 12-13 of *Book 2: Guidebook and Codes*, for guidance on selecting the appropriate system code; the full list of system codes is provided on pages 52-53 of *Book 2: Guidebook and Codes*).

If you managed part of the shipment one way and another portion a different way (i.e., you need to report two or more different system codes for the management of a single shipment received), then do the following:

- "ditto" the RCRA Site ID Number of the facility from whom you received the waste on two or more lines (as many as are needed to capture the different types of management that different portions of the shipment received);
- "ditto" the shipment date;
- "ditto" the manifest document number information;
- split the overall quantity of waste in the shipment among the different lines, as appropriate; and
- identify the single, appropriate system code associated with each quantity, on each line.

If you received this waste stream in more than 8 shipments, please continue onto the back of the answer sheet page 46. If you need more space, you may need to make additional copies of the answer sheet, or see page 5 for instructions on providing a computer-generated answer sheet.

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**10. Use the Comments Section on the answer sheet to provide any additional comments, information, or explanations, as necessary. In your comments, always provide the reference to the specific question number (e.g., 3).**

# WASTE RECEIVED FORM ANSWER SHEET

Please enter your RCRA Site ID number and site name at right, before making as many two-sided copies of this answer sheet as you will need to report all of your waste streams. Then complete one answer sheet for each waste stream received. Be sure to reference the instructions on pages 42-44 you complete this form.

**PLEASE ENTER:**

Your RCRA Site ID #: \_\_\_\_\_

Site name: \_\_\_\_\_

**FOR ECOLOGY USE ONLY:**

Date received: \_\_\_\_\_

Please type or print legibly in blue or black ink.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. ☐ EHW ☐ DW

6. ☐ No ☐ Yes

7. B \_\_\_\_\_

8. \_\_\_\_\_ ☐ ST ☐ MT ☐ P ☐ K ☐ G ☐ L ☐ C (if G,L,C, answer 8.a.)

8.a. \_\_\_\_\_ ☐ Lbs/gal ☐ Specific ☐ Gravity ☐ Lbs yd<sup>3</sup>

9. If additional space is required, use continuation sheet on the back of this page.

i. Date Received  
(mm/dd)

ii. Manifest Document  
Number

iii. Internal Tracking  
Code (optional)

iv. Sending Facility  
RCRA Site ID Number

v. Quantity  
Received

vi. System  
Code

_____	_____	_____	_____	_____	M_____
_____	_____	_____	_____	_____	M_____
_____	_____	_____	_____	_____	M_____
_____	_____	_____	_____	_____	M_____
_____	_____	_____	_____	_____	M_____
_____	_____	_____	_____	_____	M_____
_____	_____	_____	_____	_____	M_____

10. Comments

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Page \_\_\_\_\_

## Waste Received Form

**PLEASE ENTER:**

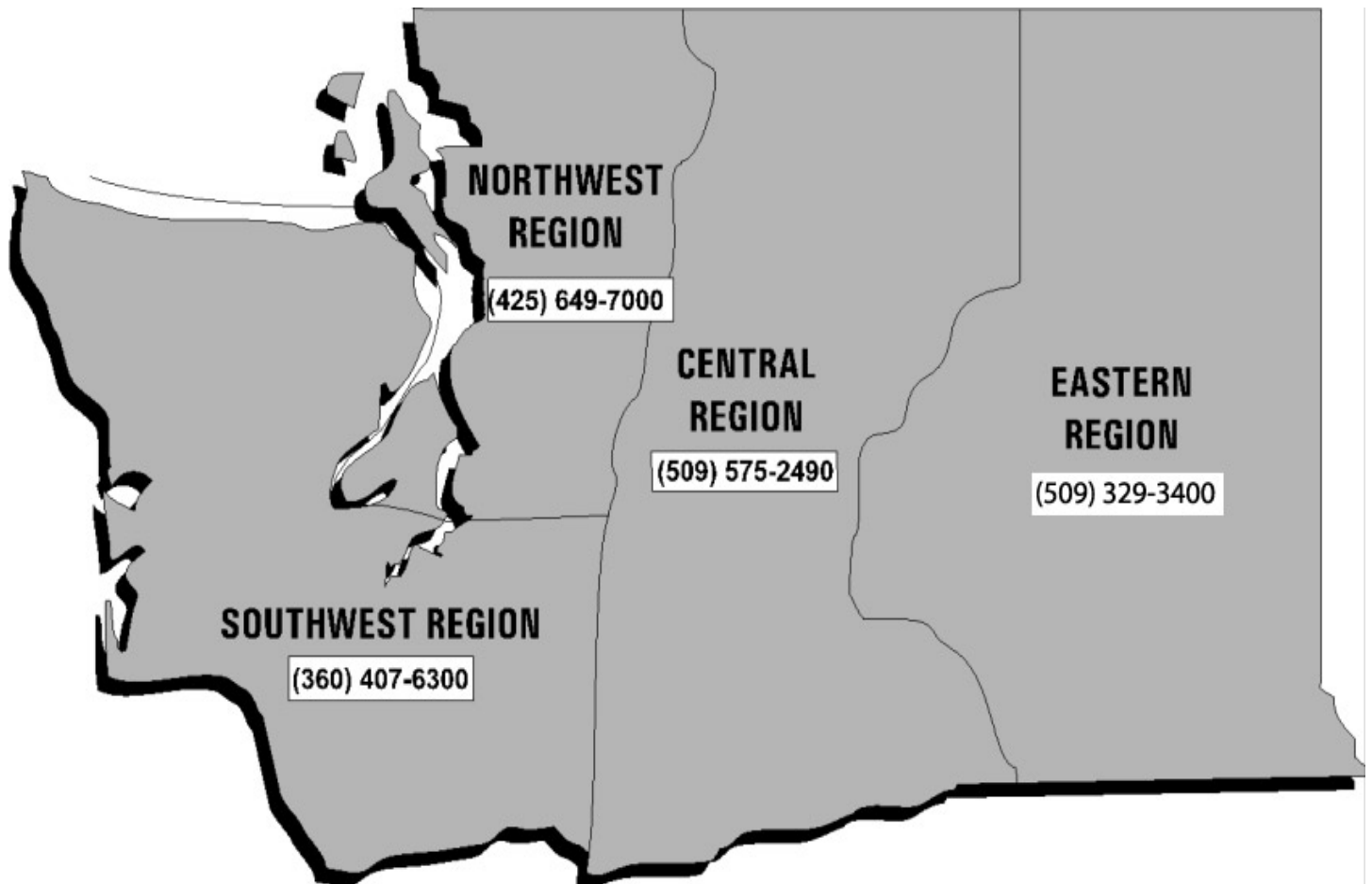
**Your RCRA Site ID #:** \_\_\_\_\_

**Site name:**\_\_\_\_\_

9. (Continued)

[illegible]

Page \_\_\_\_\_



Website: <http://www.ecy.wa.gov/programs/hwtr>



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